## **Exhibit B: Requirements for Sub-Award Documentation to be Submitted by SFRF Subrecipient to the Administering Agency**

Subrecipients must provide the following documentation to the Administering Agency:

1. Signed Subrecipient Grant Agreement.
2. Signed acknowledgment of receipt of Subrecipient Monitoring Handbook *(see Attachment 1)*
3. Requests for payment for goods and services for approved projects on a schedule to be agreed upon between the Administering Agency and the subrecipient. Invoices must be accompanied by sufficient and accurate backup documentation that supports the expense. Expenses incurred prior to the grant begin date or after the grant end date will not be reimbursed.
4. List of expenditures purchased with grant funds. List should show description of equipment purchased in excess of $5,000 (per individual item) and has a useful life of greater than one year, serial number if any, vendor name, date of purchase, amount of item, location where the items are kept, funding source, disposal date, and value at disposal date.
5. Subrecipient financial report that shows sub-award amount, invoices paid by sub-award budget category, remaining amount of sub-award after invoices paid. Funds remaining unused after the end of the project will be returned to the Administering Agency and then reverted to OSBM.
6. Response by subrecipient (email is acceptable) for information requested for reports.
7. Response by subrecipient (email is acceptable) of agreement to cooperate during monitoring activities including supporting compliance of federal statutes, regulations, and terms/conditions of award, and on-site reviews of the subrecipient's program operations, and allow access to subrecipient's financial records.
8. Budget modification requests, as needed, should be submitted by the subrecipient, along with explanation of why a budget modification is needed and how the budget modification supports the goals and objectives of the grant application.
9. Change in Scope requests, as needed, should be submitted by the subrecipient, along with explanation of why a change in scope is needed and how the change in scope and/or additional goals and objectives of the grant application/solicitation.
10. Resolution of findings within 30 days, if any, after annual site visit.

By signing below, I agree to provide all documents listed above and additional documentation if needed, to the State agency by the date requested.

Subrecipient Representative Date